



Electronic File & Serve Fact Sheet

An electronic file and serve system allows parties to file court documents with the court at any time from any location in an electronic format. A successful start to e-filing will require a collaborative effort between the court and law firms, agencies, and individual filers.

To Law Firms and Agencies:

WHAT IS THE BENEFIT OF E-FILING FOR A LAW FIRM OR AGENCY?

- Speeds up the exchange of information between the filer and the court by reducing time in opening new cases and maintaining subsequent filings.
- Saves routine trips to the courthouse.
- Creates a more consistent file through the use of electronic communication rather than manual entry of case information.
- Reduces mailing, courier, postage, and service costs.

WHAT DOES THE FILING LAW FIRM OR AGENCY NEED TO DO?

There are certain requirements to participate in the early phases of the e-filing initiative. The requirements include:

- An agreement to have the proper technology available to e-file.
- Agree to attend training prior to implementation.
- A designated firm administrator.
- Commitment to participate by agreeing to have the entire firm use e-filing for all case types designated in each phase of the initiative.

Any firm interested in participating in the early phases of the e-filing initiative is required to complete and return the Electronic File and Serve Participant Form (enclosed or available at <http://www.mncourts.gov/district/2/efile>) by December 3, 2010.

To the Court:

WHAT IS THE BENEFIT OF E-FILING FOR THE COURT?

- Reduces much of the paper handling.
- Eliminates manual data entry tasks associated with filing.
- Improves consistency and accuracy because data is automatically entered into the case management system.
- Reduces cost of storage, paper, and mail.
- Improves business process and allows higher quality service to the public.

To Other Filers and Self Represented Litigants:

During early stages of development, only selected law firms will be able to participate in e-filing. Check <http://www.mncourts.gov/district/2/efile> for updated information on the e-filing initiative and availability to all filers.